



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 11, 2014

Fanta Doumbouya
3532 28th Street
Des Moines, IA 50310

Dear Ms Doumbouya,

This letter is in regards to the March 7, 2014 compliance check of your Category A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Did have all numbers, should program all numbers into a cell phone.

☐ 110.5(1)g Safety barriers are at stairways and doors as needed.

Need to obtain a baby gate for stairs.

☐ 110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician.

Baby crib should be cleaned out and used for infant. Crib should be 2011 or newer for safety purposes. Infants should not sleep in car seat or other surfaces that are not flat. A blanket or thin mat could also be used to lay the baby on the floor if the crib is not an option.

☐ 110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.

CPR must be completed and current documentation indicating certification must be available. For help scheduling classes please call Child Care Resource and Referral at 1-800-722-7619.

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

You indicated that you verbally tell parents expectations for a sick child, however, there does need to be something in writing. E.g. (if they have a fever of x___ they cannot come for 24 hours or if they are vomiting they cannot come for 24 horus.)

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Please use page 11 of the packet left with you at the time of the spot check to help you. You can make copies of this and hand it out to parents.

☐ 110.5(1)w Injury report forms are maintained for any injury requiring first aid or medical care. The forms are completed on the date of occurrence, shared with parents and copies are in the child's file.

See page 5 of the packet.

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Everyone that lives in the household will need a current physical within the last two years. Please use the forms on pages 33 and 34. Give them to the doctor to complete. Please keep a separate file for each household member with current physical information, background checks, etc.

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

If you cannot locate your certification you will need to retake the course. Please contact Child Care Resource and Referral for assistance at 1-800-722-7619.

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

You had several training certificates from previous years. Please get signed up for classes to meet the requirements of 12 hours a year. You can contact Child Care Resource and Referral at 1-800-722-7619 for assistance scheduling classes. There are also some online courses available, listed on page 12 of your packet, which can meet some of your required hours.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation

of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(4) **The certificate of registration is displayed in a conspicuous place.**

Hang on the wall in a visible spot.

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Use pages 1-2 of the packet provided.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Use pages 1-2 of the packet provided.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Use Page 3, parents must sign at the bottom of the child cannot be treated at a hospital.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Ask parent to provide

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Use page 4.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Use page 4

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Request from parent.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Use page 1.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Request from parent.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Request from parent

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Can be informal but should be in writing.

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

Use page 5

**110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME
CATEGORY "A"**

☐ 110.8(2) Has three written references which attest to character and ability to provide child care.

Keep these in your provider file for easy access. They can be from parents, family, neighbors, church community, etc.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before April 30, 2014.**

x ☐ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after July 1, 2014.

☐ Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: April 30, 2014.

X _____
Signature Date

Please call me if you have any further questions.

Sincerely,

Melissa Crawford
Child Development Home Compliance Checks
DHS, Dallas County
210 N 10th Street
Adel, IA 50003
(515) 993-1742 (ph)
515-564-4033 (fx)
mcrawfo@dhs.state.ia.us

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Text field for phone).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment

insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).